

PRE-BID MINUTES

Project: VAMC Fee Office
Date: November 22, 2011
Location: Room 488 / Site
Weather: Rain

Project Number: 10.016
Time: 10:00 A.M.
Temp: 50°
LAI Representative: Shelley Missimer, Bob Lindsey

Attendance:

- ✓ See attached sign in sheet.

Meeting notes

VAMC:

- Jennifer introduced the design team and the VAMC employees.
- Jennifer went over the rules of communication according to VA standards and scope of services.
- Jennifer discussed deadlines.
 - December 5, 2:00pm is the deadline for RFIs. These must be submitted via email to Jennifer.
 - The bids are due December 13, 4:00pm and submitted to Jennifer at Rosebud Plaza.
 - Details are included in the bidding package received for all rules and submissions.
- Jennifer discussed all questions will go through Shelley and will be addressed in an amendment.
- This is a SDVOSB set aside project.
- Contractor needs to submit a draft schedule and it will need to be approved by the VAMC.
- The project is based on a construction range of \$500K-\$1M.
- Dave Biller stressed safety and ICRA are big factors in this construction. Patients will be next door and hallway work will be two reasons some evening and weekend work will be required.

LAI:

- Shelley/Chris gave an overview of the project and the scope. The project is a renovation to the Red Firm and Fee Basis areas. A further overview was given regarding project inclusions and exclusions. Chris suggested the contractors get a good look above ceilings prior to submitting a bid. Dave Biller said he can set up an after hour hours visit. He strongly recommended the participation by contractors.
- Shelley opened the floor to questions.
- There is a work plan included in the documents for environmental issues.
- MP403 is a blank page. Chris will verify it is a non-used sheet number.
- The pre-bid is not mandatory.
- Sub-contractors are invited to the after hours tour.
- The bids will not be publicly opened.
- Patient transitions from construction areas will occur over a long weekend, probably a Friday to Sunday.
- A critical path will be essential, the construction period is 120 days.
- The roof top is a long lead item, the VA will take this into consideration. A delayed start may be in order, Dave will determine.

Walk thru:

- The level of ICRA is a question.
- TB testing is a question.
- A dumpster location will need to be determined.
- The existing roof warranty will need to be determined.

End of Meeting Notes

Shelley B. Missimer, AIA
Lakeside Architecture, Inc.

Note: If these meeting notes are correct, they will stand as noted. If any discrepancies are observed, please notify this office within 2 days.

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